



# St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Student Accommodations Procedure	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

## Purpose:

This procedure establishes the processes for students requesting accommodations and provides information related to these processes.

The Chancellor or designee is responsible for the implementation of this policy, but delegates to the Dean of Students the administration of this policy including associated audits, training, moderation of processes, and collaboration with appropriate departments for the development of resources.

## Policy:

### Definitions

Relevant definitions for this procedure are established in the Student Accommodations Policy.

**Accessibility Resource:** The Dean of Students is designated to work with students who have identified themselves as having a disability and determines and facilitates reasonable and appropriate accommodations for those students.

**Letter of Accommodation:** Sometimes referred to as an Accommodation Notification or Notification of Accommodation letter, is the accommodations documentation necessary when the accommodations need to be implemented by faculty.

### Determining Reasonable Student Accommodations

Students who encounter accessibility barriers or identify themselves as having a disability that impacts their experience at the College should meet with the Dean of Students. During the meeting, students need to identify accessibility barriers and how the program, service, or activity at St. John's College creates these barriers and limits their access to the program, service, or activity. Through this process, students will jointly explore options to minimize or remove barriers. These options may include:

1. Connecting students to appropriate resources on or off campus,
2. Coaching students on how to work through challenges,
3. Building advocacy skills,
4. Encouraging independence and growth, and



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5. Determining reasonable accommodations to ensure the student can access the program, service, or activity.

Accommodations are determined on a case-by-case basis and must be designed to address identified barriers. An accommodation is not reasonable if it results in undue burden or hardship for St. John's College or if it results in a fundamental alteration or compromises the essential elements of an academic standard.

### **Notification of Accommodation**

If an accommodation is approved that will need faculty involvement:

1. The student works with the Dean of Students to identify which of their faculty that semester/term the notification of accommodation will be shared with, and
2. The Dean of Students will email the notification of accommodation to the faculty identified by the student and the Dean of Students.

### **Implementation**

1. Reasonable accommodations are implemented after identification of barriers and determination of the accommodations.
2. Reasonable accommodations are not applied retroactively.
3. All students must meet the same academic requirements at St. John's College.

### **Responsibilities of the Dean of Students**

1. The Dean of Students will email individualized notice of accommodation for the respective student to each identified faculty for that semester.
2. The notification of accommodation will state the approved reasonable accommodations for the student.

### **Responsibilities of the Student**

1. Students must meet, discuss, and request reasonable accommodations with the Dean of Students. Students must renew their request for accommodations each following semester/term.
2. Students are responsible for contacting the Dean of Students if reasonable accommodations are not implemented in an effective or timely way.
3. The Dean of Students will work with college personnel and students to resolve disagreements regarding approved accommodations.

### **Responsibilities of Faculty**

1. Faculty are expected to comply with any approved accommodations in a fair, non-judgmental, and timely manner; and to maintain the student's right to privacy regarding any accommodations.
2. Faculty are invited to contact the Dean of Students with concerns or questions about the accommodations.



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3. Faculty are not expected to compromise essential elements of the course or evaluation standards and need to contact the Dean of Students if this concern arises.

### **Third-Party Medical Provider Documentation**

The student is responsible for procuring third-party medical provider documentation of the condition or circumstances. The Dean of Students will ensure any content received or generated is kept private in accordance with the Family Educational Rights and Privacy Act (FERPA) and shared with college personnel who have a legitimate educational interest.

### **Accommodation Limitations Under the Americans with Disabilities Act**

In accordance with the [Americans with Disabilities Act \(ADA\)](#), accommodations will not be provided for personal devices or services even though the individual may be a qualified individual with a disability, or that would result in a fundamental alteration in the nature of a service, program or activity; or that would result in undue financial or administrative burdens.

### **Student Accommodations Must be Renewed Each Semester/Term**

If a student has received accommodations, they must renew those accommodations with the Dean of Students each semester they attend the College. Notifying faculty identified by the student will follow the process described in "Faculty Notification."

### **Appeals of a Determination of Accommodations**

A student may elect to file an appeal in writing to the Academic Dean to challenge the denial of an accommodation.

1. The Academic Dean (or designee) shall afford the student a full and fair opportunity to present evidence in support of the challenge.
2. The hearing shall be held within a reasonable period, not to exceed thirty (30) calendar days under normal circumstances, after the institution has received the request, and the student shall be given notice of the date, place, and time reasonably in advance of the hearing. The student is required to attend the hearing.
3. The Academic Dean (or designee) shall render a decision within a reasonable time after the hearing, not to exceed thirty (30) calendar days, and inform the student in writing of the outcome.
4. The decision shall be based solely upon the evidence presented at the hearing. This decision shall include a summary of the evidence and the reasons for the decision.
5. If the Academic Dean (or designee) decides that an accommodation is appropriate, the student's accessibility record will be changed and the process for the notice of accommodation will occur.
6. If the Academic Dean (or designee) decides that the denied accommodation is correct, the denial will be upheld. There is no further right to appeal. The Academic Dean (or designee) decision is final and binding.